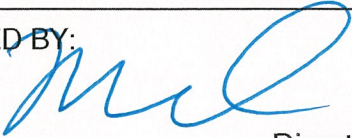




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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APPROVED BY:  Director	SUPERSEDES 600.3 10/01/1989	ORIGINAL ISSUE DATE 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide guidelines regarding Appraisal of Promotability for the Los Angeles County Department of Mental Health (LACDMH/Department) employees who wish to apply for a higher position within the County.

DEFINITIONS

- 2.1 **Appraisal of Promotability (AP):** Management's principal input and formal recognition of an employee's demonstrated potential to carry out more demanding duties, different responsibilities and/or a higher level of accountability. The AP is the judgment, expressed in numerical terms, of the probability of an individual satisfying all requirements of a higher level position. An AP is part of a promotional examination that the County and Department administer.
- 2.2 **Rater:** The employee's current supervisor, previous supervisor, or the next person in the chain of command who is familiar with the work performance of the employee.
- 2.3 **Reviewer:** Someone in a management or supervisory capacity and at least one functional level higher than the rater.

POLICY

- 3.1 Los Angeles County Civil Service Rules require that all promotional examinations (Interdepartmental and Departmental) include an AP, which must be documented in writing with factual supporting comments, based upon an evaluation of the candidate's records as contained in his/her official personnel file and the candidate's seniority, efficiency, and character in relation to the class or position for which the examination is given.
- 3.2 An AP may be excluded from the examination only upon approval from the Director of Personnel.



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- 3.3 It is the responsibility of the supervisor or manager of LACDMH to complete the AP for an employee who has current status in the Department.
- 3.4 The employee's current supervisor must complete the recommended AP if he or she has supervised the employee for at least ninety (90) calendar days or more.
 - 3.4.1 If the candidate's current supervisor has supervised the employee for more than ninety (90) calendar days but less than six (6) months, the candidate's previous supervisor or the next person in the chain of command who has knowledge of the employee's work performance must provide input to the rater before the AP is completed. It should be noted on the AP that the candidate's previous supervisor was consulted.
 - 3.4.2 If the candidate's current supervisor has supervised the employee for less than ninety (90) calendar days, the candidate's previous supervisor or the next person in the chain of command who has knowledge of the employee's work performance must complete the AP.
- 3.5 At no time should an individual act as a rater or reviewer if he/she is also a candidate for the same examination.
- 3.6 At no time should a rater appraise a candidate for a position that is higher than the rater's current position.
- 3.7 At no time should a rater be directly or indirectly involved with the scoring of any other part of the examination, nor should the rater have knowledge of individual scores in other parts of the examination.
- 3.8 The rater and the reviewer are not allowed to discuss the recommended ratings with the employee at any time during the examination process.
- 3.9 The reviewer may make necessary changes to the recommended ratings to be consistent with standards and procedures.
- 3.10 The rater must comply with rating changes reasonably recommended from the reviewer.
- 3.11 At no time should a reviewer review the AP of a candidate for a position that is higher than the reviewer's current position.



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- 3.12 At no time should a reviewer be directly or indirectly involved with the scoring of any other part of the examination, nor should the reviewer have knowledge of individual scores in other parts of the examination.
- 3.13 The AP rating scale should not be included with the AP instructions and standards packet given to the rater and reviewer.

PROCEDURE

- 4.1 The rater reviews the candidate's record of performance for at least the past three (3) years as contained in the contents of the employee's official personnel file and any other relevant documentation (e.g., attendance records).
- 4.1.1 The rater shall consult with the manager of the Examinations Unit of LACDMH Human Resources Bureau (HRB) before completing an AP if there is no record of performance for at least the past three (3) years in the employee's official personnel file.
- 4.2 The rater prepares the AP and forwards his/her recommended ratings to the reviewer.
- 4.3 The reviewer ensures the recommended ratings are in accordance with established standards and guidelines, reflect performance records, and are properly supported by factual, written comments.
- 4.4 After completing the review, the reviewer returns the document to the LACDMH HRB for approval and calculation of the AP score based on the rating scale, which is a pre-established scoring guideline for assigning the final numeric score.
- 4.5 The rater, reviewer, or approving officer shall not discuss the AP with the candidate until the certification list has been promulgated and only during the ten (10) business day period allowed for review of test process.
- 4.6 The result of the full examination is mailed to the candidate, who then has ten (10) business days from the postmarked date on the envelope to file any written protest to the Director of Personnel, LACDMH HRB.



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AUTHORITY

1. Los Angeles County Code, Civil Service Rules 7.08, 7.13, 7.19, and 7.20
2. Los Angeles County-Department of Human Resources Policies, Procedures, and Guidelines, Number 135, Appraisal of Promotability

RESPONSIBLE PARTY

LACDMH Human Resources Bureau